

POLICE RECORDS SPECIALIST

DEFINITION

To provide office support work related to police records and similar law enforcement functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Staff the front counter at the Police Department and assists the public, law enforcement officers and others with relevant police business.

Provide information to visitors, outside agencies, and staff at the front counter that requires the use of judgment and the interpretation of policies, rules and procedures.

Receive non-emergency calls from citizens reporting crimes.

Break, sort and organize citations and other police documents for the court; review documents for errors or omissions and refer to appropriate issuing officers for correction.

Maintain records and files of citations, warrants, arrest, crime cases and related police records such as bicycle licenses, various business licenses and pawn shops.

Retrieve and make copies of accident, crime and arrest reports; respond to requests for copies of police reports in accordance with established Police Department, Federal, State policies and procedures for processing and dissemination.

Receive money at counter and issues receipts for copies of accident and other reports; provide general public information at the counter.

Code and tally data from police records and reports; prepare periodic statistical reports for management review.

Provide clerical support for assigned special projects.

Receive money, issue receipts, balance the cash drawer and prepare daily cash reports; assist with purchasing duties.

CITY OF CHULA VISTA  
Police Records Specialist

Ensure confidentiality of information is maintained according to applicable laws, rules, regulations and administrative orders; determine proper authority of callers and releases criminal record information to law enforcement and other government agencies.

Inspect motor vehicle to ensure compliance with mechanical and other citations and then sign to clear the citation; verify current registration and proof of ownership and release impounded vehicles.

Type correspondence, reports, forms and other police documents from drafts, notes, dictated tapes or brief instructions; proofread and check typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation and spelling.

Retrieve and release results of laboratory analysis of blood and urine tests in accordance with law enforcement regulations.

Obtain fingerprints of registrants and non-criminal applicants for various purposes.

Scan and route documents and assist with maintenance of the Police Department's Laserfiche system.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Applicable laws, rules, regulations and administrative orders relating to the maintenance and release of police records

Police dispatching codes and terminology.

The general criminal justice system and its basic proceedings.

Office practices and procedures including filing and the operation of standard office equipment.

Correct English usage, including grammar, spelling and punctuation.

Basic record keeping principles and procedures; basic data processing principle applications

Basic business arithmetic.

Ability to:

Perform detailed clerical work accurately, including filing; organizing and maintaining office records and files.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Make accurate arithmetic calculations.

Use initiative and sound independent judgment within established guidelines.

Operate standard office equipment, including computer equipment.

Prioritize work and coordinate several activities

Type at a speed of 35 Net Words Per Minute.

Obtain clear fingerprints.

Pass detailed background investigation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical or office specialist experience which has included contact with the public. Some law enforcement office support experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

8/01

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